AGENDA ITEM
CA 4

Travel Approval Form

Department: Sheriff's Office

Event Name: 2027 Women in Criminal Justice

Location: Galveston, TX

Event Dates: 2.16.27 - 2.19.27

Purpose:

- ☐ Required Continuing Education/Certification
- ☑ Job Training
- ☐ Other: _____

Name of Attendees:

Tara Raby

Court Decision:
This section to be completed by County Judge's Office

Johnson County APPROVED Commissioners Court

9.14.2026

Required Documents Checklist:

**** Same-Day Travel - Commissioners Court Approval is not required ****

Overnight Travel

- ☑ Travel Approval Form
- ☑ Registration Information or Confirmation
- ☑ Itinerary, Agenda, or Breakdown
- ☑ Hotel Information, Confirmation, or Hotel Reservation Request Form

For Out of State Travel, please also include:

- ☐ Cost Estimation Breakdown for Trip with Airfare, Rental Car, Meals, Hotel, Etc.
- ☐ Narrative as to why the Out of State Travel is necessary

Signature of Elected Official/Department Head:

Approved in CC on 9/11/2023

WWW.CMITONLINE.ORG

CORRECTIONAL MANAGEMENT INSTITUTE OF TEXAS

COLLEGE OF CRIMINAL JUSTICE, SAM HOUSTON STATE UNIVERSITY

Event Registration Confirmation

Confirmation Number: 16348
Date Registered: August 19, 2026 3:09 PM CDT
Status: Registered

REGISTRANT DETAILS

Registrant	Tara Raby	**Title**	Office Manager
Phone	(817) 556-6058	**Email**	TRABY@JOHNSONCOUNTYTX.ORG
Agency	Johnson County Sheriff's Office	**County**	Other/Not Texas
Address	1102 E Kilpatrick St Suite a Cleburne, Texas 76031	**Due**	$305.00

EVENT DETAILS

Event	2027 Women in Criminal Justice Conference	**Dress Code**	Business Casual
Date(s)	February 16, 2027 – February 19, 2027	**Location**	Galveston Island Convention Center 5600 Seawall Boulevard Galveston, Texas 77550

PAYMENT INFORMATION

Amount Due: $305.00

Scan the QR code at the bottom of this confirmation to access online payment options or to view your current confirmation status online at any time.

All conference registration/tuition fees should be paid on or before the start date of the conference. Failure to pay fees may result in loss of training credits and/or prevent registrants from registering for other trainings.

If you are paying for multiple registrations at a time be sure each person has been registered separately and include all names in the Participant Names field on checkout. *PLEASE NOTE: This charge may appear as Sam Houston State University or SHSU on your account.*

CMIT accepts cash and check payments as well as Visa and MasterCard. To make a credit card payment, please contact CMIT by phone or click the Pay Online button.

Please make checks payable to Sam Houston State University - CMIT and mail to:
CMIT, George J. Beto Criminal Justice Center, Sam Houston State University, Huntsville, TX 77341-2296.

Cancellation Policy: Registered conference participants will be responsible for 50% of the registration fee if written notice of cancellation is received by the Correctional Management Institute of Texas no later than ten (10) business days prior to the program.

Cancellations received after this deadline will incur 100% of the registration fee.

If no written cancellation is received and the participant does not attend the program, the participant or agency will be required to pay 100% of the registration fee if it has not already been paid.

Substitutions of attendees are permitted at any time.

For Questions and Cancellations, contact:

Sharese Hurst, Division Director
Phone: (936) 294-1687
sharese@shsu.edu

When contacting CMIT, please have your confirmation number handy.
Confirmation Number: 16348

Scan for Online Payment Options and to view Confirmation Online

Or visit: https://cmit-center.org/cal/confirm.php?rid=16348



Galveston Island Convention Center / 5600 Seawall Blvd / Galveston, TX 77551 / www.visitgalveston.com

2027 Women in Criminal Justice

FEBRUARY 16–19, 2027 @ GALVESTON, TX

COST

Registrations made **on or before** Jan 25th: $305
Registrations made **after** Jan 25th: $382

INCLUDES

Exhibits, Morning & Afternoon Refreshments

WHO SHOULD ATTEND

- Jail/Prison
- Community Corrections
- Leadership
- Court Coordinators and Administrators
- Law Enforcement Personnel
- ISD Law Enforcement
- Adult and Juvenile Probation Personnel
- County Clerks and Personnel
- Parole
- Other

HOST HOTELS & OVERFLOW

San Luis Resort
5222 Seawall Blvd, Galveston, TX 77551
(409) 744-1500

Hilton Galveston Island Resort
5400 Seawall Blvd, Galveston, TX 77551
(409) 744-5000

Holiday Inn Resort: Galveston On The Beach
5002 Seawall Blvd, Galveston, TX 77551
(409) 740-5300

ROOM RATES

Single Occupancy — Prevailing per diem
Double Occupancy — Prevailing per diem + $60
Hotel arrangements are the responsibility of the participant. Reservations should be made by January 15, 2027, to guarantee rates.

WE ENCOURAGE ONLINE REGISTRATION AND PAYMENT AT WWW.CMITONLINE.ORG

CORRECTIONAL MANAGEMENT INSTITUTE OF TEXAS

Questions?
Contact Sharese Hurst at sharese@shsu.edu or 936-294-1687

TRAVEL HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at) travel@johnsoncountytx.org

DATE: 8.19.26 DEPARTMENT: Sheriff's Office

PERSON SENDING REQUEST: Tara Raby EXT: 3503

Person (s) Name Attending:

1. Tara Raby
2.
3.
4.
5.
6.

*If LEOSE Funds are being used to pay for the room upon check out, please check LEOSE FUNDS below:

☐ LEOSE FUNDS

Function Attending: 2027 Women in Criminal Justice

Hotel Name: San Luis Resort		
Hotel Address: 5222 Seawall Blvd.		
City: Galveston	State: TX	Zip: 77551
Hotel Phone# 409-744-1500		
Special Requirements:		
Conference Hotel Block Code:		
Conference/Training Website:		
How many rooms needed: 1		
Date of Check In: 2.15.27	**Date of Check Out:** 2.19.27	

FOR AFTER HOURS ISSUES OR QUESTIONS PLEASE CONTACT ALISSA KROKUM @ (817) 648-8882 (TEXT OR CALL)

Revised 8.4.2026